

Project Director Negotiation Log

GM

Grant Manager

PA

Program Analyst

PD

Project Director

Date

Received draft grant agreement from the GM.

Comments made to draft grant using “track changes” and returned to GM.

2-way conference call held between PD and GM to discuss comments or questions. **(Optional)**

Received draft with joint comments from the GM.
Schedule dates and times for a 3-way conference call **(Optional)**.

3-way conference call held with the GM and PA.

- All questions/comments are answered/addressed.
- Start date is agreed upon.

PD submits final draft grant to GM.

Ensure project is on Board agenda to review final agreement and obtain Resolution (when applicable).

Notified that GM reviewed final draft and sent to PA.

Received grant agreements for signature from PA.

Returned signed grant agreements to PA.

Received copy of executed grant agreement from PA.

Received the Progress Report template and Standard Requirements Certification Form (if applicable) from PA.

Received invoice template from PA.

Received invoice log from PA.